Project Documentation Guidelines for BCA

A. Requirements for Final Report Writing:

Your report should meet following standards:
Font Name: Times New Roman
Left Margin: 1.5 inch
Right Margin: 1.25 inch
Top Margin: 1.25 inch
Bottom Margin: 1.25 inch
Header and Footer: 0.5 inch
Line Spacing: 1.5
Paragraph Spacing: 18 pt
Font Size: 12 pt (for normal text)
Follow following standard for headings

1. **Heading1 (16 pt, Bold)**
   1.1 **Heading2 (14 pt, Bold)**
      1.1.1 **Heading3 (13 pt, Bold)**
         1.1.1.1 **Heading4 (12 pt, Bold)**

B. ARRANGEMENT OF CONTENTS:

The sequence in which the project report material should be arranged and bound should be as follows:

1. Cover Page   (**Sample copy 1**)
2. Certificate   (**Sample copy 2**)
3. Acknowledgment
4. Abstract
5. Table of Contents   (**Appendix 1**)
6. List of Figures (if any) **Appendix 2**)
7. List of Tables (if any)   (**Appendix 3**)
8. Abbreviations (if any)   (**Appendix 4**)
9. Chapters
10. References
11. Bibliography (if any)
12. Appendices (if any)

* Students can add their own topics or sub-topics as per necessity.
* Justify the report for clean look at one side of page (preferably to right side).
* Please make sure not to use first person references (e.g., I, we, us) in the report. If self reference is required, reference may be made to "the

author" or "this study".

C. BINDING SPECIFICATIONS:

Students have to submit **tape binding** of the report to the department at the time of report submission.

SAMPLE 1 (Cover Page)

PURBANCHAL UNIVERSITY

[NAME OF COLLEGE]

[PROJECT TITLE IN BLOCK LETTER]

IN PARTIAL FULFILLMENT OF THE REQUIREMENT FOR

THE DEGREE OF [PROGRAM NAME]

Submitted by

Name of Student (Exam Roll No)

Under the supervision of
[Teacher Name]

[Month] [Year]

CERTIFICATE

The undersigned certify that they have read and recommended end semester project entitled **"……………………."** submitted by **[students name]** in partial fulfillment for the degree of Bachelor of Computer application.

…………………………..
(Project Supervisor Name)
Supervisor
Full designation:
Organization:

…………………………..
(External Examiner Name)
External Examiner
Full designation:
Organization:

…………………………..
(Name)
Campus Chief
Full designation:
Organization:

<u>Appendix – 1: Table of Contents</u>

TABLE OF CONTENTS

(Make other chapters in the same format)

Appendix – 2: List of figures

LIST OF FIGURES

Appendix – 3: List of tables

LIST OF TABLES

………………………………………………………………………………….

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………………………………………………………………………………….

………………………………………………………………………………….

Appendix – 4: Abbreviations

ABBREVIATIONS

RAM   Random Access Memory

HTML   Hyper Text Markup Language

PHP   PHP: Hypertext Processor